

**BY LAWS  
OF  
THE HARFORD COUNTY COMMUNITY ADVISORY BOARDS  
Revised: February 2015**

**ARTICLE I - BOARD MEMBER APPOINTMENT**

- A. **APPOINTMENT.** Members of the Community Advisory Boards are appointed by the County Executive of Harford County, Maryland pursuant to Section 412 of the Charter. Appointments shall be made to represent a balanced range of civic, business, institutional and community interests.
- B. **REQUIREMENTS.**
1. Members should be registered to vote in Harford County, except in the case of a student member.
  2. Members should generally reside, own a business, or be employed within the established Community Area boundaries, but a citizen may serve on any Community Advisory Board if so appointed by the County Executive.

**ARTICLE II - COMMUNITY ADVISORY BOARD GOALS AND OBJECTIVES**

- A. **GOALS**
1. Strengthen existing communities and neighborhoods and help achieve a satisfying quality of life for all county residents.
  2. Advise the Harford County Executive and his/her Administration on issues of concern and interest to local communities.
  3. Act as a liaison between the members of the community-at-large and the Harford County Administration.
  4. Increase citizen participation and responsibility of communities throughout Harford County.
- B. **OBJECTIVES**
1. Strengthen community identity and reinforce the importance of established community focal points.
  2. Create a process for meaningful public participation and education so that citizens have a voice and role in advising the administration on community needs and issues.
  3. Foster new alliances and coalitions by involving diverse elements of the community

in a broad spectrum of community issues.

4. Improve the quality of neighborhoods by identifying and addressing specific needs and problems in areas such as safety, neighborhood revitalization, traffic, and recreation.

### **ARTICLE III – CONTACT INFORMATION**

#### **A. MAILING ADDRESS**

Harford County Community Advisory Boards  
c/o Office of Citizens Affairs & Administrative Services  
220 S. Main Street  
Bel Air, MD 21014-3865

#### **B. PHONE**

410-638-4109 ext. 1824, or 410-638-3355

#### **C. FAX**

(410) 638-1387

#### **D. CONTACT**

Andrew Tress or Jane Walker

### **ARTICLE IV - BOARD MEMBERS**

- A. **Board Sizes.** The Community Advisory Boards shall consist of five (5) to ten (10) members each, representing a diversity of interests, backgrounds and viewpoints within the community. Boards may also have one student member in addition to the members.
- B. **Attendance.** If unable to attend a meeting, Community Advisory Board members shall notify the Community Advisory Board Chairperson. Absence from three consecutive meetings shall constitute resignation from the Community Advisory Board, unless caused by mitigating circumstances.
- C. **Vacancy.** When a vacancy occurs:
  - (1) The Community Advisory Board may suggest nominees to the County Executive through the Office of Citizen Affairs and Administrative Services.
  - (2) The County Executive shall make all appointments.
  - (3) Upon inauguration of the County Executive (every four years) a new Community Advisory Board shall be appointed.
- D. **Tenure.** Community Advisory Board members shall serve a term that is coterminous with the four-year term of the County Executive.
- E. **Resignation.** Community Advisory Board members may resign their position on the Community Advisory Board by submitting a written resignation to the County Executive through the Office of Citizen Affairs and Administrative Services.

- F. **Student Member.** Each Community Advisory Board may have one student member who is enrolled in a public or private high school in Harford County. A Board may recommend a Student member for consideration to the County Executive. Student members are appointed to a term of one year by the County Executive. Student members may vote on all matters before a Community Advisory Board.

## **ARTICLE V - APPOINTMENT OF OFFICERS**

- A. **Officers.** Officers shall include a Chairperson, Vice Chairperson and Secretary. The County Executive shall appoint the Chairperson. The Community Advisory Board shall elect a Vice Chairperson and a Secretary and notify the Office of Citizens Affairs and Administrative Services with results of said elections.
- B. **Tenure.** The Chairperson, Vice Chairperson, and Secretary shall each serve for a two year term, or at the discretion of the County Executive.
- C. **Removal from Office.** The Vice Chairperson or Secretary may be removed from office by a majority vote of the Community Advisory Board. A replacement shall be elected at the same meeting.
- D. **Ongoing Board membership.** The Chairperson, Vice Chairperson, or Secretary may resign from office without giving up his or her position on the Community Advisory Board.
- E. **Funds.** There shall be no funds collected for use by the Community Advisory Board.

## **ARTICLE VI - GENERAL DUTIES**

- A. All Community Advisory Board members upon acceptance shall consent to and abide by the By-Laws, rules, and procedures.
- B. Community Advisory Board members shall work for the good of the community, relaying comments and concerns back to the Community Advisory Board and the Administration through the Office of Citizens Affairs and Administrative Services. The Community Advisory Board and its duly authorized committees shall make a matter of record all issues discussed and all business conducted at the public meetings.

## **ARTICLE VII - MEETINGS OF MEMBERS**

- A. Meetings shall be held in a public place and shall be open to the public and press. Meetings shall be held quarterly unless the Chairperson, with the approval of the Division of Citizens Affairs and Administrative Services, determines that more or less frequent meetings are warranted. In any case there shall be no more than twelve (12) meetings and no less than two (2) meetings per calendar year.
- B. The meetings shall be summarized in writing by the Secretary of the Community Advisory

Board and approved by the Community Advisory Board. The minutes shall be available online for public review.

- C. Special Meetings of the Community Advisory Board may be called by the County Executive or the Chairperson with appropriate notification, or may be called by the Community Advisory Board upon request of the majority. Community Advisory Board members shall have a minimum of five (5) working days notice for these meetings.
- D. Meetings shall be conducted under the general guidelines of Robert's Rules of Order. The presence of one half (1/2) of the appointed Community Advisory Board members shall constitute a quorum.
- C. Any Community Advisory Board that fails to meet during a calendar year shall be considered inactive.

## **ARTICLE VIII - VOTING**

- A. Community Advisory Board members in attendance shall vote on:
  - 1. Approval of correspondence to the County Executive;
  - 2. Approval of minutes;
  - 3. Selection of the Vice Chair and Secretary;
  - 4. Approval of committee assignments.
- B. Voting shall be based on a majority vote of members attending, and no proxies will be accepted.
- C. An appointed member shall not vote on any matter when the result of the vote would have a direct financial impact on him/her.

## **ARTICLE IX - OFFICIALS AND GENERAL DUTIES**

- A. **CHAIRPERSON.** The duties of the Chairperson shall include:
  - 1. Presiding over all meetings of the Community Advisory Board in accordance with Robert's Rules of Order unless otherwise stated in these bylaws;
  - 2. Ensuring that the decisions and resolutions of the Community Advisory Board pertaining to correspondence to the County Executive are carried out;
  - 3. Setting the meeting agenda in consultation with the Office of Citizens Affairs & Administrative Services,
  - 4. Ensuring that the meetings stay on topic and that meetings conclude in a timely manner;

5. Having the authority to sign all written instruments; and,
  6. Forming committees with approval of the Office of Citizens Affairs and Administrative Services.
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- B. **VICE CHAIRPERSON.** The duties of the Vice Chairperson shall include, carrying out the duties of the Chairperson in the Chairperson's absence.
  - C. **SECRETARY.** The duties of the Secretary shall include keeping the official attendance roster and maintaining and distributing the minutes of each meeting, as well as providing a copy of the list of attendees and minutes to the Office of Citizens Affairs and Administrative Services.

#### **ARTICLE X - COMMITTEES**

- A. Standing, Ad-Hoc, and Special Committees shall be appointed by the Chairperson, and approved by a majority vote of the Community Advisory Board.
- B. Recommendations and actions of all committees shall be reviewed and approved by a majority vote of the Community Advisory Board before they are transmitted to the Office of Citizens Affairs and Administrative Services.